

INSTRUCTIONS

OEO FORM 225-B REQUEST FOR BUDGET CHANGE

1. Complete contractor name, authorized contact person, telephone number, date submitted, project period, and request number.
2. Indicate the name of the program category affected by the change (i.e. operations, services, homeless prevention). **A separate request for budget change sheet (OEO 225-B) is required for each program category (Operations, Services or, Homeless Prevention) affected by the budget change.**
3. Enter the old (approved) budget amount for each cost category.
4. Enter the new (proposed) budget amount for each cost category.
5. Indicate the specific reason(s) for the budget change.
6. Enter the signature and title of the authorized official and the date signed.
7. **A revised Contractor Budget Information (OEO Form 225) showing the results of the requested changes must accompany the Request for Budget Change (OEO Form 225-B).**
8. The Request for Budget Change (OEO Form 225-B) and revised Contractor Budget Information (OEO 225) should be mailed to:

**Mr. Lawrence D. Wilson, Director
Office of Economic Opportunity
2013 Mail Service Center
Raleigh, North Carolina 27699-2013**

An approved Budget Change Form 225 signed by Mr. Wilson will be returned to the requestor. Contractors should not assume a change has been approved until the approved budget change form has been returned to them.